

GEORGIA STATE BOARD OF FUNERAL SERVICE

237 Coliseum Dr., Macon, GA 31217

404-424-9966 / www.sos.ga.gov/plbTrades3@sos.ga.gov

Date Entered _____

Receipt # _____

Submitted \$ _____

Date Issued _____

**APPLICATION for CONTINUING EDUCATION
PROVIDER or COURSE APPROVAL**☐ Check if you are a military spouse or a transitioning service
Member of the United States armed forces, including National Guard.

I am applying for:

☐ Provider Only ☐ Course Only ☐ Provider & Course**CONTINUING EDUCATION PROVIDER SECTION**

- Submit completed application.
- Submit \$250.00 fee + \$10.00 processing fee **per provider per renewal period**.
- Approvals expire March 31 of even numbered years. Fee is non-refundable.

Provider Name and/or Provider Organization: _____

Address: _____
(Street, City, State, Zip)Contact: _____
Name Telephone Number E-mail Address

What continuing education topic areas do you plan to provide? _____

CONTINUING EDUCATION COURSE / PROGRAM SECTION

- Separate request must be submitted for each different course.* Course approvals expire March 31 of even numbered years.
- Requests for Course Approval must be received by the Board at least 45 days prior to the date of the proposed activity.

Program Title: _____ # CE Hours Offered: _____

Include outline, objectives, schedule and materials. *If the same course will be presented in multiple locations, submit one approval request
notating dates and locations course will be offered, and the instructor for each presentation.

Date(s) and Location(s) Program is Offered: (attach additional pages if needed)	Date	Location	Address

**Who will be instructing the
course?** Include resume &
credentials showing they are
qualified to instruct this course.

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

If course is co-sponsored, provide co-sponsor's name: _____

If course has been approved for CE by another licensing organization, provide name and include proof of such approval. _____

Acknowledgement: ☐ As a provider, I will provide each participant with a "Certificate of Attendance" or an appropriate record
attesting to the number of hours that person actually attended the program.☐ If applying for course approval, I have included a program outline, schedule, copy of materials, and number
of contact hours of instruction. I also understand that additional information may be requested by the Board.

Signature of Responsible Person

Date

GEORGIA STATE BOARD OF FUNERAL SERVICE
FEE SCHEDULE

Note: Fees are non-refundable. All applications should include an additional \$10.00 processing fee for paper applications and an additional \$5.00 processing fee for online applications.

FUNERAL ESTABLISHMENT		CREMATORY ESTABLISHMENT	
Initial Application Fee	\$150.00	Initial Application Fee	\$150.00
Renewal Fee – on or by March 31 of renewal year	\$140.00	Renewal Fee – on or by March 31 of renewal year	\$140.00
Late Renewal Fee – April 1 - April 30 of renewal year	\$390.00	Late Renewal Fee – April 1 - April 30 of renewal year	\$390.00
Licenses not renewed by May 1 of renewal year will be lapsed - requires reinstatement, at Board's discretion		Licenses not renewed by May 1 of renewal year will be lapsed - requires reinstatement, at Board's discretion	
Change of Establishment Name	\$150.00	Change of Establishment Name	\$150.00
Change of Establishment Location/Address	\$150.00	Change of Establishment Location/Address	\$150.00
Change of Funeral Director In Full And Continuous Charge	\$50.00	Change of Funeral Director In Full And Continuous Charge	\$50.00
Change of Ownership	No Fee	Change of Ownership	No Fee
Re-Inspection, If Initial Inspection Is Failed	\$100.00	Re-Inspection, If Initial Inspection Is Failed	\$100.00
FUNERAL DIRECTOR		EMBALMER	
Initial Application Fee	\$50.00	Initial Application Fee	\$ 50.00
Initial Application Fee for License by Endorsement or Reciprocity - must hold a current/valid Georgia Embalmer License	\$175.00	Initial Application Fee for License By Endorsement or Reciprocity	\$175.00
Renewal – on or by March 31 of renewal year	\$100.00	Renewal - on or by March 31 of renewal year	\$100.00
Late Renewal — April 1 - April 30 of renewal year	\$200.00	Late Renewal — April 1 - April 30 of renewal year	\$200.00
Reinstatement —At Board's Discretion, After April 30 of renewal year	\$300.00	Reinstatement —At Board's Discretion, After April 30 of renewal year	\$300.00
EMBALMER + FUNERAL DIRECTOR		APPRENTICESHIP	
Initial Application Fee for BOTH License types by Endorsement or Reciprocity — does not include GA Law & Rules Exam Fee	\$350.00	Initial Registration Fee	\$40.00
		Renewal – on or by March 31 of renewal year	\$70.00
INACTIVE STATUS / REACTIVATION		Late Renewal –April 1 - April 30 of renewal year	\$140.00
Inactive Status Application Fee, per license type	\$ 35.00	Reinstatement required after May 1 of renewal year	\$180.00
Reactivation Fee, per license type	\$100.00	Change of Apprenticeship Location	\$ 20.00
EDUCATION PROVIDERS		Change of Supervising Embalmer and/or Funeral Director	\$ 20.00
Application for Approved Continuing Education Provider (submit at least 1 completed CE course for board review)	\$250.00 per provider per renewal	Verification of Apprenticeship Hours	\$ 35.00
EXAMINATION INFO		OTHER FEES	
Georgia Laws & Rules Exam is given by PSI; 800-733-9267; www.psiexams.com National Exam – contact The Conference at 479-442-7076; www.theconferenceonline.org		License Verification Letter (order online)	\$ 35.00
		Duplicate License (blue card)/Wall Certificate (may order thru website)	\$ 25.00
		Decorative Wall Certificate, per license type	\$ 50.00

NOTE: Check or money order payable to GEORGIA STATE BOARD OF FUNERAL SERVICE. Fees may be changed at the discretion of the Board without prior notice. Application Fees are non-refundable. Other refund requests must be in writing. Returned checks will incur fees in accordance with Code Section 16-9-20 of the Criminal Code of Georgia.